

RICHMOND POLICE DEPARTMENT



11-27
**SCHOOL GUARD
OPERATING MANUAL**

Chief of Police or Designee

7/17/2008

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PURPOSE

The purpose of this manual is to establish the policy and procedure for the duties and responsibilities of Police School Guards. The scope of the Police School Guard function shall be recognized and understood by sworn officers and school guards.

POLICY

It is the policy of the Richmond Police Department that only sworn personnel have the power to arrest. Police School Guards may not effect arrests or execute warrants of arrest. Police School Guards are not authorized to carry a weapon while on-duty. Police School Guards are governed by the same procedures as sworn officers when directing pedestrian or vehicular traffic, enforcing parking regulations, and when appearing in court. Furthermore, Police School Guards are subject to the same City of Richmond and Richmond Police Department rules and regulations as any other Department employee.

PROCEDURE

Duties and Responsibilities of Police School Guards

Under general supervision, Police School Guards shall perform work of routine difficulty in directing traffic at assigned intersections, in order to assist school students in safe crossings. Their duties include the following:

1. Direct traffic at assigned street intersections
2. Direct pedestrian and vehicular traffic at other events, as directed by supervision
3. Report any traffic problems to a supervisor
4. Participate in any school safety patrol program(s), if appropriate
5. Attend training and instructional classes, as approved
6. Maintain work-related records and reports

PERSONNEL

Police School Guards are part-time, civilian personnel and are assigned to the Special Events Division. Police School guards are hired based upon the knowledge, skills and abilities required to perform the aforementioned duties. The position requires a high school diploma or GED and successful fulfillment of the departmental application and background investigation process.

Police School Guards are supervised by a full-time civilian School Guard supervisor. Police School Guards work split shifts to accommodate specific school opening and closing times.

School Guards may/may not work during the summer depending on whether summer school is offered at their assigned school. Police School Guards that do not work during the summer may elect to take leave without pay to ensure their employment during the following school year as well as avoid departmental rehiring procedures.

SCHOOL ASSIGNMENT

Not all schools require the use of a Police School Guard. Should the administration of a school in the city of Richmond request the allocation of a Police School Guard, an application shall be filed with the department and the following requirements must be met:

- The school must be located in the city of Richmond
- Elementary schools only
- Public or private schools will be considered
- The school must have students that walk to school
- The school must be located on a busy roadway
- There must be at least ten (10) students enrolled at the school

The identification of school locations is based upon the above criteria and will be evaluated annually based on an annual documented review prepared by the Special Events Division.

UNIFORMS AND EQUIPMENT

Police School Guards are uniformed to ensure that motorists and pedestrians can readily recognize them and respond to their signals. Police School Guards shall wear their department-issued uniform at all times when on duty. The department-issued uniforms are distinct from uniformed patrol officers. Rather than all blue, they wear a grey shirt with a patch that identifies them as a Police School Guard.

Police School Guards are equipped with the following items:

- One (1) reflective vest
- One (1) Department-issued handheld radio
- One (1) set of rain gear
- One (1) flashlight
- One (1) whistle

TRAINING

On-the-job traffic control training is provided to all newly hired Police School Guards prior by the School Guard supervisor prior to assignment to a school. Newly-hired School Guards will accompany the School Guard supervisor in the field until such time that the School Guard supervisor releases the School Guard for duty.